

**APPENDIX Y
AUDIT REPORTS**

AUDIT COMMITTEE APPOINTMENT BY THE COMMANDER

Date

I APPOINT THE FOLLOWING UNIT MEMBERS AS THE AUDIT COMMITTEE
FOR OUR FAMILY READINESS GROUP FUNDS ACCOUNT FOR FY ____:

Commander's signature

AUDIT COMMITTEE TASKS:

Audit Committee sets a date for the audit and is provided the necessary accounts and documentation to:

Review all bank statements and account deposits, disbursements and balances. Assure that all accounting is accurate and complete the audit within a reasonably short period of time.

Verify that all checks have been signed with multiple signatures.

Verify that all disbursements have been approved at FRG meetings and recorded in the FRG meeting minutes.

Review quarterly reports; assure that the Unit Commander and the State Family Readiness Program Coordinator have received copies, and that each report is accurate in its accounting.

Arizona National Guard Family Readiness Program – Appendix Y

Prepare an Audit Report that reflects the Committee findings and submit copies, signed by each committee member, to the Unit Commander, the FRG's Treasurer, Chairperson, Secretary, and the State Family Readiness Program Coordinator.

Discrepancies and/or recommendations should be recorded on a separate memorandum attached to the audit report form.

Return all accounting records and the checkbook to the FRG Treasurer.

Return FRG meeting minutes to the FRG Secretary.